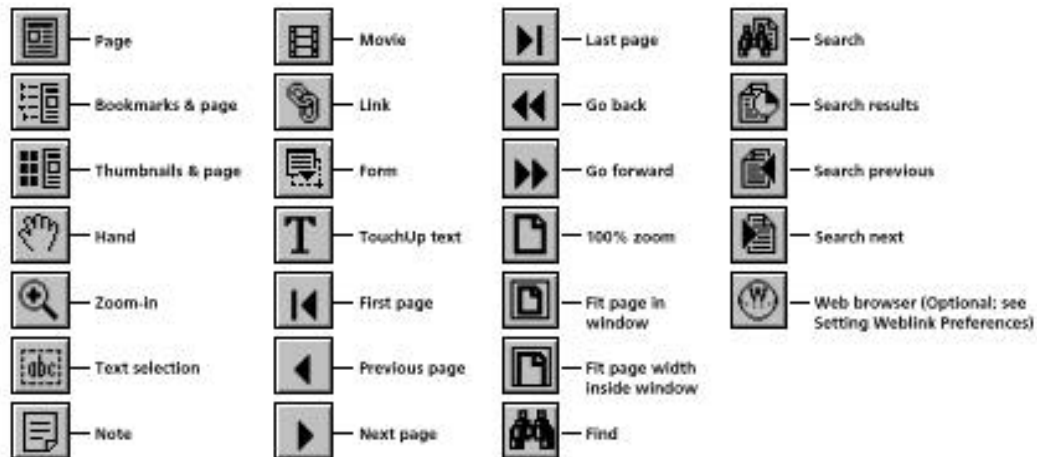


## SOME TIPS ON USING ADOBE ACROBAT

## Use the Help

## Use the Toolbar

## Toolbar



To hide or show the toolbar, choose **Window > Hide Toolbar** or **Window > Show Toolbar**.

If you are using Acrobat Reader some of these tools will not appear in your toolbar. Also, you may not be able to do some of the below.

## USING THE SEARCH FEATURE

Select the lamindex.pdx file from the tools>search>indexes menu in Acrobat. Then select the tools>search>Query to do a search. The entire manual contents will be searched. If you need more information on how to do a search you can goto the Help>Search online guide menu at the top right of you screen.

## EXTRACTING PAGES

If you find a page that you want to use or print often, and you don't want to open the entire file, or if you are using a form that you want to save several times with different information, you can extract a portion of the pdf. This will save the extracted portion as a new pdf. To do this go to Document-Extract pages.

## USING THE FORM DATA

This feature allows you to fill out a form and then save the information to a file. Then later if you want the same information in a form you can import it and print the pdf without having to retype everything.

- First you must fill out the form.
- Then select File>Export>Form Data.
- This will prompt you for a file name. Enter the name and select the location to save the file.
- Now you have created a data file with the extension \*.fdb. This file has your saved data.
- Then later you can enter the same form and select File>Import>Fom Data
- Go to your \*.fdb file, select it, and open it.
- Now you have your old data in the form.

This is especially useful if you have a couple of fields that will always contain the same information. Just type it in once and save it, then use your \*.fdb file as a template.

**Note:** There are many other nice features in Acrobat. The best thing to do is to go to the help and look around. The easiest way to find something if you don't know what to call it is to browse through the help index for words that may describe what you want to accomplish.